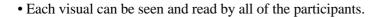
# **COMMUNICATIVE VISUALS**

#### **Questions to ask:**

Why use visual aids?

- Will the aids help me to teach?
- Are they practical to use?
- Are they meaningful to the lesson?
- Does each aid follow the guidelines?

### Effective use of visual aids:



Room lighting is appropriate for the aid.

WATCH WHERE YOU STAND SO YOU DON'T BLOCK VIEW.

#### DON'T TALK TO YOUR VISUAL AIDS!

• Participant attention is focused on the subject being presented.

The content or meaning of the visual is readily apparent. Time is allowed for reading, comprehension and discussion.

• The visual aid is removed from view when not relevant.

Flip Charts are turned over. Overhead projectors are turned off when not in use.

• PRACTISE, PRACTISE, PRACTISE

### General guidelines:

- Have a consistent format throughout.
- Use only key words, phrases and ideas minimum text.
- Graphics are simple and understandable and text is easy to read and large enough.
- Use colour to aid readability and comprehension must not be distracting.

**WB 6-2.Inst** 

# **PREPARING VISUAL AIDS**

### STEPS IN PREPARATION

1. Develop your lesson plan and participant materials.			
2. Identify the points in the lesson that need to be illustrated/suported with visual aids.			
3. Determine the conditions of the instruction/presentation that will affect the use of visual aids.			
4. Storyboard the visuals that you propose to use.			
5. Prepare the visual aids.			
6. Try out the lesson and make revisions.			
USING THE GUIDELINES IN PREPARING VISUAL AIDS			
Check formatting meets recommendations.			
Review content is limited to key points.			
Check text style and size, use lettering guides. Check readablility.			
Graphics clear and understandable.			
Colours readable and meet recommendations.			

## **COMMUNICATIVE VISUALS**

### **Advantages**

### **Disadvantages**

### **FLIP CHARTS**

May be used in normal light.

Prepared in a small amount of time.

Useful for smaller groups.

Inexpensive.

Do not require electricity or ma-

chines.

Not durable

Less "professional" looking. Not good for large groups

Graphics are difficult.

No real images.

### **OVERHEAD TRANSPARENCIES**

Can be used with large groups. Requires control of light on the

Easier to store and reuse. screen.

Easier to show graphics. More time to prepare.
Can use coloured films. More expensive.

Can use overlays. Require a machine and electricity.

Selective reveal is easier. Require a machine to make.

#### 35 MM SLIDES

Can be used with large groups. Requires room darkened. Easy to store and reuse. More time to prepare. Easy to show graphics. More expensive.

Show the real thing. Require a machine and electricity.

Require outside production.

### COMPUTER BASED PRESENTATIONS

Can be used with large groups. Requires room darkened. User can produce. More time to prepare.

Easy to show graphics/real thing. Expensive machine and electricity.

Can have animation/motion. Requires user expertise

### IMPROVISED VISUAL AIDS

Low cost Less professional looking

No electricity Not durable

Short preparation time Not for large groups

**WB 6-4.Inst** 

# **Communicative Visuals**

### Post Test

- 1. Describe the characteristics of a good training visual aid.

  Helps the instructor teach, is practical to use, is meanigful to the lesson and follows the guidelines.
- 2. Describe the use of overhead transpariences in training.

  Can be used to display text, graphics, etc. using an OHP in a room with the lights on. Can be made locally using a photocopier or computer and printer.

  Assist the instructor by displaying key text and graphics.
- 3. Describe the use of improvised visual aids in training.

  Visual Aids are improvised to assist with impromtu training or when other aids are not available. They use readily available materials and the creativity of the instructor.
- 4. Give two advantages and two disadvantages of using flip charts, overhead transparencies and improvised aids with training presentations.

Advantages	Disadvantages	
Flip charts	-	
Normal light	Not durable	
Short preparation time	Less professional looking	
Inexpensive	Not for large groups	
No Electricity	Difficult to store	
Transparencies		
Easy to store	Require electricity	
Large groups	Expensive	
Can use graphics easy	Time to prepare	
More professional	Need light control	
Improvised	-	
Low cost	Less professional looking	
No electricity	Not durable	
Short preparation time	Not for large groups	

**WB 6-5.Inst**